

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**SENIOR CODE ENFORCEMENT OFFICER
BUILDING SAFETY DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs supervisory and skilled inspection work in securing compliance with established codes governing one or more of the following areas of the building trades: building (construction and energy), electrical, mechanical and plumbing. Reports to the Director of Building Safety.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs skilled inspection work supervising and participating in securing compliance with established codes governing one or more of the building trades: electrical, building (construction and energy), mechanical, and plumbing. Work involves inspecting a variety of building construction for code compliance, materials and safety precautions; interpreting, applying and enforcing rules and regulations pertaining to construction of new buildings and repair and maintenance of existing buildings, and installation of electrical, plumbing and mechanical systems; inspecting facilities for electrical hazards; and reviewing plans and specifications for new construction, additions, alterations and repairs. Employee supervises activities of a staff of code enforcement officers. Employee is required to exercise considerable initiative in all phases of work, and to use independent judgment in applying standards to a variety of work situations. Employee must also exercise tact, courtesy and firmness in frequent contact with public officials and the general public. Work is performed under general supervision of the Director of Building Safety and is evaluated through conferences, reports and observations.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assigns, trains, directs and supervises a staff of code enforcement officers, ensuring adherence to established codes, regulations, policies and procedures; accompanies subordinates and/or reviews inspections performed by code enforcement officers, and assists or advises subordinates of discrepancies or problems in inspections; interprets the codes for subordinates,
as necessary; meets with subordinates to advise of policies and procedures and to ensure consistency of inspections.

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Administers or makes recommendations for routine personnel matters affecting subordinates, including training, assigning, scheduling, granting leave and appraising performance, submitting such records and reports as required by supervisor(s).

Receives and investigates complaints pertaining to allegations of defective construction, and supervises enforcement to resolve problems; confers with contractors, owners, agents, etc., and resolves disputes involving subordinate inspectors.

Inspects electrical installations and facilities for compliance with code requirements; checks plans and specifications for the proper installation and connections of fixtures; investigates complaints concerning buildings that may not comply with electrical codes.

Inspects heating and air conditioning systems of building structures; reviews newly issued building permits along with plans and specifications for proper heating, air conditioning, and ventilation systems; assists and advises contractors and others regarding pertinent regulations.

Inspects plumbing systems of building structures; reviews newly issued building permits along with plans and specifications for proper plumbing systems; assists and advises contractors and others regarding pertinent regulations.

Inspects new and existing residential and commercial buildings for conformance with safety standards and/or compliance with applicable codes; inspects establishments in connection with particular business permits or licenses as required by code ordinance; issues inspection certificates for approved installation.

Inspects for Unified Development Ordinance requirements (i.e. setbacks, landscaping, parking requirements, etc.).

Receives and responds to inquiries pertaining to building and related codes, and reviews construction plans, advising developers, property owners, contractors, etc., of steps necessary to resolve code violations, as necessary.

Enforces state and local codes, issuing stop-work orders and pursuing other legal remedies, as appropriate, to stop violations; testifies in court in cases pertaining to code violations.

Utilizes computerized data entry equipment and various word processing, spreadsheet, file maintenance and/or database programs to enter, store and/or retrieve information.

Prepares and maintains records and reports of inspections, dispute resolution, and enforcement activities.

Assists and advises supervisor(s) in development of budget proposals, including advising of equipment needs.

Attends and participates in meetings, and/or prepares correspondence, to advise builders and contractors of code changes and violations at construction sites.

Reviews and studies code regulations to maintain knowledge of changes in codes and ordinances; completes necessary course work to maintain required inspection certifications.

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ADDITIONAL JOB FUNCTIONS

Prepares and presents talks to various groups.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of building, plumbing, electrical and mechanical construction practices, materials and equipment, and of the various stages of construction when code violations and defects should be observed and corrected.

Thorough knowledge of state and local ordinances and codes administered through the Building Safety Department applicable to the inspector's area(s) of certification.

Thorough knowledge of approved methods and practices involved in the installation, construction, repair and maintenance of a variety of electrical, and mechanical equipment.

Working knowledge of the geographical layout of the City.

Some knowledge of modern office practices, procedures, equipment and moderate clerical techniques including skill in the operation of popular computer driven word processing spreadsheet and file maintenance programs.

Ability to detect and locate defective workmanship in construction or repair of buildings.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to exercise tact, courtesy and firmness in frequent contact with property owners, architects, engineers, developers, contractors, and the general public.

Ability to physically maneuver on scaffolds, ladders, structural members and in cramped quarters as necessary to perform thorough inspections.

Ability to fairly and equitably assign, direct and supervise a subordinate staff.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school supplemented by vocational course work and specialized training in building inspection, and a minimum of 5 years of experience in residential and commercial building, electrical, mechanical and plumbing construction work, 5 years of code enforcement experience, and preferably including responsible work experience as a licensed contractor; and/or any equivalent combination of training and experience required to perform the essential functions of the position.

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SPECIAL REQUIREMENTS

Possession of a Standard Level III (unlimited) certification in primary area(s) upon hire and two (2) Probationary or Standard Level II certifications in other areas from the North Carolina Code Officials Qualifications Board for building, electrical, plumbing, and mechanical certifications. Possession of a valid North Carolina driver's license. Employee must participate in a mandatory continuing education program as specified by the ISO (Insurance Services Office) in their rating program for determining building code effectiveness; ratings require 96 hours a year (12 hours legal, 12 hours administrative, 12 hours mentoring, and 60 hours of technical training).

AREAS OF CERTIFICATION

Building (including energy conservation), electrical, mechanical, and plumbing.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job levels.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 18, Non-Exempt